

Maryland State Archives
PRE-TRANSFER RECORD CONDITION ASSESSMENT FORM

Agency Name, Address, and Phone:

CURRENT STORAGE CONDITIONS: (e.g. in boxes on floor, on shelves; offsite storage, etc.)

Has storage area ever had problems with any of the following (circle all that apply)?

Flooding leaks fire mildew insects rodents other

If so, please explain the problem and how it was resolved:

Were the records damaged as a result? If so, please explain:

GENERAL CONDITIONS OF THE RECORDS (check any conditions that apply):

- | | |
|--|--|
| <input type="checkbox"/> surface dirt | <input type="checkbox"/> separated pages |
| <input type="checkbox"/> tears | <input type="checkbox"/> brittle paper |
| <input type="checkbox"/> folds/creases | <input type="checkbox"/> lacy paper |
| <input type="checkbox"/> stains/discoloration | <input type="checkbox"/> tunnels in pages |
| <input type="checkbox"/> residues/accretions | <input type="checkbox"/> sawdust accumulation |
| <input type="checkbox"/> insect damage/remains | <input type="checkbox"/> broken/detached cover |
| <input type="checkbox"/> water damage/mildew | <input type="checkbox"/> odor |

ADDITIONAL COMMENTS:
